

Montana Transportation Partnership
July 18, 2007
Capital Building, Room 152
Helena, Montana

Members Attending: Steven Potuzak (for Dick Turner) MDT, Marlene Disburg (DPHHS), Jim Helgeson (MTA), Shawn Parker (Advocate), Michelle Thibodeau (DPHHS), Philip Hohenloe, MAP, Deborah Swingley, MCDD, Tom Osborn, NCILS, Patti McCubbins, DLI, David Eaton, MCDS

Guests: Marilyn Daumiller, Legislative Services Division, Jeanne Erickson, CTAA, David Jacobs (MDT), Rex Knowlton, CTAA, Michael Schaff, Advocate/People First

Introductions were made

Minute Review: Jim Helgeson requested the minutes be amended to reflect refusal to discuss the MTA letter sent to Joan Miles. The request was denied by the Chair, Tom Osborn.

Mr. Helgeson excused himself from the meeting and noted he would poll the MTA membership to see if they are still willing to be a member of Montana Transportation Partnership.

Motion to approve minutes as presented: SWINGLEY/Disburg

Reports and Open Discussion:

Discussion Points:

- Response to request for information on lobbying from May 16 meeting.
- Information from MDT Management Training Manual presented to Partnership on lobbying. Provides clarification and good information on the MDT lobbying policy. Advocacy is also noted as a MDT activity in the manual.
- Presented MTA website information noting MTA support of advocacy activities.
- MTA's request that entities be allowed to resign as an organization is presented in current policy and procedure amendments.
- Responses to participation with goals/objectives and intent of MTP goals/objectives to work towards more rides and not acquire authority; specifically goals related to TACs.
- TransAde questionnaire sent to Tom Osborn and forwarded to MTP members.

State Participation in Insurance Pool: Rex Knowlton and Jeanne Erickson, United We Ride Ambassadors

Discussion Points:

- *A New Opportunity for Insurance in Community Transportation* was distributed to members.

- An Ambassadors role is to further coordination efforts on a national level. Ambassadors work with the Federal Transit Administration (FTA). Each state is represented by a regional Ambassador – one in each FTA region. Ambassadors work with the National Resource Center. The Center houses national coordination activities, hosted by Community Transportation Association of America, funded by Federal Transit Administration.
- MTA request to DPHHS to research State insurance options for transit providers. The State's Risk Management and Tort Defense Division advised that insurance coverage through a state-sponsored program is not allowable under the law.
- MTA initiated an insurance survey to Montana providers although was not able to get complete information to assess interest for Montana providers to participate in an Association driven insurance ????
- Affordable and complete insurance coverage concerns continue to be an on-going topic for transit providers nationwide.
- CTAA has been working on insurance issues for several years. CTAA is currently working with CTMIC – Community Transportation Mutual Insurance Company.
- Some states are not 'programmed' to provide viable options for transit providers – this opportunity is not intended to compete with other states.
- Insurance ratings are not consistent; this may be due to misinformation about risk levels and what para-transit and other transit services really are .
- 5310 providers will be included as group allowed to participate with CTAA/CTMIC.
- Question on drug-testing requirements and Non-profits United will be followed up by Rex.
- CTAA/CTMIC approach will include a pilot phase.
- MTA

United We Ride – Survey Instrument: David Kack, WTI; Rex Knowlton, CTAA

- United We Ride Ambassadors looking forward to and encouraging MTP draw down on United We Ride grant.
- Goal: enhance coordination and provide TACs tools needed to go through funding cycle process with MDT; and to get all those involved and affected to the Transportation Advisory Committee meetings and work through the community planning process.
- United We Ride Scope of Work amended once again. Plan to get a sense of how the coordination process is working. Indication there continues to be confusion re: coordination and coordination through consolidation mandated by MDT.
- Survey will provide information on perceptions on coordination/consolidation process and if opted out, why.
- Steps to work w/partners through a common communication tool – Coordination Handbook with updated information.
- MTD plans to get more TAC representatives to training sessions this fall.
- Consider a question on 'match' or leverage opportunities. Survey process to include return envelope to WTI.

- Signing contract, through MDT, is last step to process. Timeline: return of surveys by mid-September would provide enough time to get useful information for fall training.
- WTI meeting with MDT planners emphasized the relationship with the TACs as an advisory committee reviewing community or regional transportation needs/gaps and how can set goals; will be a multi-year process; misconceptions of requirements for DPHHS providers.
- Survey purpose: 1) understand issues; 2) create other materials; and 3) outreach and training.

Public Comment

- MDT made comment on the issue of MTA's request to make additional comments and amend the minutes. The Chair reiterated that MTA had ample opportunity to voice their viewpoint at the May meeting, and also had opportunity to reply via letter as requested by MTP.

Policy and Procedure Manual

- Majority of revisions in response to MTA letter to Joan Miles, DPHHS and comments from May 2007 meeting – ability of members to resign or be removed from the Partnership if not in agreement with Partnership goals/objectives.
- Discussion will be dedicated to proposed changes only.
- Executive Committee will review membership designations and opportunities to add members.
- Motion Membership 2.4 to read: All members are expected to attend and participate in Partnership meetings on a regular basis. Members who fail to attend two (2) Partnership meetings in any given calendar year may be subject to removal or replacement by the Partnership Executive Committee. Reference 2.10. Motion Passed: THIBODEAU/Hohenloe
- Motion 2.6 to remove Representative of the Statewide Public Assistance Council from membership list. Motion Passed. SWINGLEY/Thibodeau
- Requests to include Housing representative and People First (developmental disability advocacy organization).
- Motion to discuss membership at next meeting. Passed THIBODEAU/Parker
- Motion 2.6 to read: The following is a list of member organizations or representative individuals that are to be Regular Members of the Partnership:
THIBODEAU/Swingley
- Motion 2.9 Voting Rights to include Passed: As a member of the Partnership, it is your duty to vote, Yes or No; and/or, you have the right to remain neutral. You should abstain from voting whenever you have an interest in the outcome that directly affects you personally (or monetarily) in a manner not shared by the other members of the group. DISBURG/Swingley

- Motion 2.10 Resignation and Removal of Member Organizations and Members to read: 2.10.1 A member organization may resign by sending a letter of resignation to the Partnership Chair. Motion Passed. SWINGLEY/Thibodeau
- Other proposed changes to include: 2.10.1.1 If the appointed member of a member organization resigns; the member organization must appoint a different representative. 2.10.1.3 A member may resign by sending a letter of resignation to the Partnership Chair.
- Motion 2.9.1 Quorum to read: A quorum consists of 50 percent of identified members. If a quorum is not present any issue requiring action will be referred to the Executive Committee. Reference 6.6. Motion Passed. THIBODEAU/Hohenloe
- Motion 2.10.2 Failure to Attend Partnership Meetings to read: 2.10.2.1 Members are considered inactive when they have missed two (2) meetings in any given calendar year. Documentation of attendance will be based upon the minutes of each meeting. 2.10.2.2 A letter under the Chair's signature will be sent to any member and/or member organization who has become inactive, with fourteen (14) days allowed for the member or member organization to respond in writing regarding their plans for continued participation. 2.10.2.3 The full Partnership shall be advised by the Executive Committee of a recommendation to retain or replace an inactive member(s). Motion Passed. THIBODEAU/Swingley
- Motion 2.10.3 to read: Removal of Partnership Member Organizations or Members 2.10.3.1 Duties and responsibilities of any Partnership organization shall be exercised by them to accomplish the mission, vision, goals and objectives of the Partnership. Motion Passed. HOHENLOHE/McCubbins
- 2.10.3.2 Any member of the Partnership may be removed by the Partnership whenever in its judgment the best interest of the Partnership will be served. Such decision would be made by a majority through paper ballot called by the chair. Motion Passed. THIBODEAU/McCubbins
- Motion 5.3.2 to read: The Executive Committee is empowered to act on behalf of the Partnership between Partnership meetings, subject to policies and procedures. The Executive Committee will have the customary responsibilities designated to the leadership of the administration of the organization. Such responsibilities would include annual review and revision as necessary of the policy and procedures. The Executive Committee will report to the membership at each meeting. Motion Passed. THIBODEAU/McCubbins
- Motion 6.2, 6.4, 6.6 to read: 6.2: The Partnership shall meet six (6) times per year. Regular meetings of the Partnership are held in accordance with the Partnership master calendar; which must be approved by the full Partnership no later than the last meeting of the calendar year, for the next year. All meetings of the Partnership are held in Helena unless the meeting location is changed at the direction of the Executive Committee. 6.4: All members may participate in any regularly scheduled or special meeting. A meeting may be conducted through the use of any means of communicating by which all members may participate. A person participating by teleconference is deemed to be present in person at the meeting. 6.6: If a quorum is not present any issue requiring action will be referred to the Executive Committee. The decisions of the Executive Committee will then be disseminated to the membership for their consideration on an email ballot. Motion passed. THIBODEAU/Swingley

Department of Labor Representative – Pattie McCubbins Introduction

- Program Manager for Alien Certification, Migrant Seasonal Farmer Workers, and Veterans' Services programs through the Workforce Services, Job Services Offices.
- Recently received a "Navigator" Grant – previously administered through Job Training Partnership Act (JTPA).
- Navigator grant provides services to persons with disabilities who wish to go to work and need assistance. Assistance can include benefits planning.
- Partnerships such as MTP are expected in grant process. Navigators will be contacting local groups to develop relationships. Transportation issues are to be addressed through grant.

Proposed Agenda Items for Next Meeting(s)

- Policy and Procedure Membership Section – 2.6
- Completion of Goals and Objectives/Action Steps/Timeline
- Progress Reports on Goals
- Educating Members on Levels of Coordination – Agency Roles – Understanding State and local Systems – MCDD Transportation Coordination Handbook
- Insurance Option Presentation
- Update to United We Ride